

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**

AIR UNIVERSITY INSTRUCTION 36-2801



24 APRIL 2006

Military Personnel

**AIR UNIVERSITY QUARTERLY AND
ANNUAL AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 11
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations Programs*, and AFI 36-2805, *Special Trophies and Awards*. It establishes the Air University (AU) quarterly and annual award programs. Privacy Act Warning Statement: This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, AFI 36-2608, *Military Personnel Records System*, and E.O. 9397 (SSN). Privacy Act system of records notice F036 AF PC N, *Unit Assigned Personnel Information*, applies. Maintain records created as a result of processes prescribed in this publication in accordance with AFMAN 37-123, *Management of Records*, and dispose of them in accordance with the Air Force Records Disposition Schedule RDS) located at: <https://afrims.amc.af.mil/>. This publication applies to the active duty Air Force, US Air Force Reserves, Air National Guard and Department of the Air Force civilians from units assigned to or associated with AU, to include the Air Force Institute of Technology and Air Force Reserve Officer Training Corps Detachments.

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1. General. The Air University (AU) quarterly and annual award programs recognize outstanding field grade officers (FGO); company grade officers (CGO); senior noncommissioned Officers (SNCO); noncommissioned Officers (NCO); junior enlisted members (JEM); and civilian employees assigned to or associated with AU. This program provides recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative and effort to improve themselves, as well as to enhance their unit's efficiency and effectiveness. Members of sister services and international officer/enlisted personnel assigned to or associated with AU are eligible to compete in this program.

2. Award Categories:

2.1. Field Grade Officer (FGO) Category. FGOs in grades O-4 through O-5 in non-command billets.

2.2. Company Grade Officer (CGO) Category. CGOs in grades O-1 through O-3 (**excluding O-4 selects**).

2.3. Senior Noncommissioned Officer (SNCO) Category. SNCOs in grades E-7 and E-8 (**excluding E-9 selects**).

2.4. Noncommissioned Officer (NCO) Category. NCOs in grades E-5 and E-6.

2.5. Airman Category. JEMs in grades E-1 through E-4.

2.6. Civilian Categories:

2.6.1. Category I. Grades GS-1 through GS-6, NA-1 through NA-14, NF-I and NF-II, NL-1 through NL-12, NS-1 through NS-5, WG-1 through WG-6, WL-1 through WL-5.

2.6.2. Category II. Grades GS-7 through GS-11, NA-15 and above, NF-III, NL-13 and above, NS-6 through NS-19, WG-7 through WG-11, WL-6 through WL-12, WS-1 through WS-8.

2.6.3. Category III. Grades GS-12 and above, NF-IV and NF-V, WG-12 through WG-15, WL-13 through WL-15, WS-9 and above.

3. Award Periods and Titles:

3.1. Quarterly awards periods are: 1 January through 31 March (1st Qtr); 1 April through 30 June (2d Qtr); 1 July through 30 September (3d Qtr); and 1 October through 31 December (4th Qtr). The resulting award titles are: AU FGO of the Qtr; AU CGO of the Qtr; AU SNCO of the Qtr; AU NCO of the Qtr; AU Airman of the Qtr; AU Civilian of the Qtr, Category I; AU Civilian of the Qtr, Category II; AU Civilian of the Qtr, Category III.

3.2. The annual awards period is 1 January through 31 December. The resulting award titles are: AU FGO of the Yr; AU CGO of the Yr; AU SNCO of the Yr; AU NCO of the Yr; AU Airman of the Yr; AU Civilian of the Yr, Category I; AU Civilian of the Yr, Category II; and AU Civilian of the Yr, Category III.

4. Nomination Requirements:

4.1. Personnel must be assigned to or associated with Air University for a minimum of one-half the nomination period to be eligible for consideration in Air University recognition programs and assigned to any AU unit for a minimum of one-half the nomination period to be eligible for consideration in Maxwell/Gunter recognition programs. The time required is 45 days for quarterly and 180 days for annual consideration (unless otherwise allowed by the program manager).

4.2. Nominees must not have been on the control roster during the award period; Must currently be meeting minimum acceptable standards on the fitness assessment program; Must not currently be under investigation during the award period, and must not have had an open/active unfavorable information file (UIF) or Article 15 during the award period.

5. Nomination Procedures:

5.1. Supervisors will nominate individuals using the AF IMT 1206, **Nomination for Award** (Latest Version).

5.1.1. Annual nominations are not limited to prior quarterly award winners.

5.1.2. Package only reviews will occur for the annual/quarterly nominations.

5.2. Each unit under AU may nominate one individual in each category to be considered by the quarterly and annual boards for the Air University Awards Program.

5.3. Military nomination packages flow from individual unit selection boards through Air University boards. In the interest of professional development, feedback from the board members to nominees on their packages is strongly encouraged.

5.4. Civilian nomination packages flow from individual unit selection boards through Air University boards.

5.5. Document each quarterly nomination using only 25 lines (including headings) of AF IMT 1206 (26 lines for civilian packages because they have four categories). Document each annual nomination using one full side (front) of one AF IMT 1206.

5.6. Organizations will prepare nominations in accordance with Attachments 2-3 of this instruction. Submit the original and four copies (legible reproductions) of AF IMT 1206 to the AU/CCF and AU/CCCE.

5.7. FGOs will not compete past the Air University board level.

5.8. Nomination Deadlines:

5.8.1. Names of AU quarterly board members and nominee packages will be released from the office of the AU/CCF.

5.8.2. Quarterly nomination packages are due by the first week in April, July, October, and January of following year respective of each quarter. Annual nomination packages are due the first week in January. Actual deadline dates and times will be announced by HQ AU/CCF or HQ AU/CCC.

5.8.3. Packages not received by the deadline will be returned without action.

6. Selection Board Compositions:

6.1. Members assigned to or associated with AU are eligible to serve as board members. A minimum of four members constitute a board. Board members will not be in the direct rating chain of nominee (rater or rater's rater) for any board conducted under this program. Board composition will be made up of:

6.1.1. FGO: Two O-6s and two O-5s in commander/director billets

6.1.2. CGO: One O-5 and three O-4s.

6.1.3. SNCO: One CMSgt and three E-9s/E-8s.

6.1.4. NCO: One CMSgt and three E-8s/E-7s.

6.1.5. JEM: One SMSgt or equivalent, two E-8s/E-7s and one E-6.

6.1.6. Civilian: One civilian in the grade of WS/GM/GS-13 or above (board president), one civilian in the grade of WS-11/GS-12 or above and two others of equal or greater equivalent grade.

6.2. Board Evaluations:

6.2.1. FGO, CGO, SNCO, NCO and JEM board members use the score sheet at **Attachment 4** to rate the individual nomination packages.

6.2.2. Civilian. Board members use the score sheet at **Attachment 5** to rate the individual nomination packages.

6.3. Award winner selection will be determined by the nominee who has the highest rank order (#1) from each category, with the final approval made by the AU/CC.

6.3.1. FGO, CGO, SNCO, NCO and JEM. The board president reviews all score sheets and enters all scores onto the master score sheet, **Attachment 4**.

6.3.2. Civilian. The board president reviews all score sheets, passes them to the board recorder who then enters all scores onto the master score sheet, **Attachment 4**. When the

board has concluded, the board recorder handcarries all the score sheets to AU/CCC Award Program Manager.

6.3.3. The Air University winners are announced at the AU Schools Quarterly Awards Luncheon and Annual Awards Banquet.

6.3.4. The Air University military winners in their category, with exception of FGOs, will be nominated to the 42 ABW for Maxwell/Gunter quarterly awards, then back to AU for annual award consideration and follow-on competition in the AETC and Air Force 12 Outstanding Airman of the Year (12 OAY) Program (Ref: AFI 36-2805, *Special Trophies and Awards*).

6.3.5. Each enlisted military annual winner must sign a statement of intent agreeing that if selected as an AU and MAJCOM nominee, they will obtain the required retention to compete at Air Force level. All MAJCOM nominees must have sufficient retention to serve on the AFA Enlisted Advisory Council for a 12-month period commencing the month of their induction (September), if selected as one of the 12 OAY.

7. Responsibilities:

7.1. The Air University Commander (AU/CC) will:

7.1.1. Have approval authority over board recommendations for all AU award recipients.

7.1.2. Present awards during the recognition programs, if available.

7.2. The AU Command Chief Master Sergeant (AU/CCC) will:

7.2.1. Act as the overall AU Recognition Program Manager.

7.2.2. Solicit board members from Air University. Board members **will not** be in the direct rating chain of command of a nominee (rater or rater's rater) for any board conducted under this recognition program.

7.2.3. Along with the assistance from HQ AU First Sergeant and Director of Staff, AU Command Chief Master Sergeant will also schedule date, times and locations for FGO, CGO, SNCO, NCO, JEM, and civilian boards and notify organization representatives or their designees and board presidents.

7.2.4. Brief the board presidents on procedures before board convening date. Provide president with the names, ranks, units and duty phone numbers of fellow board members.

7.2.5. Prepare folders with copies of military/civilian nomination packages before board convening date.

7.2.6. Procure awards for each winner and obtain appropriate engraving.

7.2.7. Prepare congratulatory letters for signature by Air University Commander.

7.2.8. Coordinate and schedule dates for the quarterly awards breakfasts, luncheons and annual awards banquets with the club manager or the designated representative.

7.3. The HQ AU First Sergeant (HQ AU/CCF) will:

7.3.1. Schedule winners for photo appointments (one 8x10 color each). Post photos on the awards recognition boards. Obtain electronic file from base photo lab.

7.3.2. Coordinate Maxwell-Gunter Annual Awards dates with AU/CCCE to preclude conflicts with the AU Annual Awards program.

7.3.3. Establish a point of contact in each organization, distribute and collect all pro rata sheets, and turn in the estimated number of attendees to the club manager or the designated representative no later than 48 hours prior to each event.

7.3.4. Work closely with HQ AU/CCC as they contact all on- and off-base organizations supporting the awards program, confirm their attendance/nonattendance and establish a seating plan and chart.

7.3.5. Will assist in the set-up and practices for each event.

8. IMTs Adopted. AF IMT 1206, Nomination for Award.

STEPHEN R. LORENZ
Lieutenant General, USAF
Commander, Air University

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Executive Order (E.O.) 9397 (SSN)

DoDD 5500.7, *Standards of Conduct*

AFPD 36-28, *Awards and Decorations Programs*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2805, *Special Trophies and Awards*

AFMAN 36-2125, Volume 3, *Mechanized Personnel Procedures Central Site*

Abbreviations and Acronyms

AETC – Air Education and Training Command

AU – Air University

CGO – Company Grade Officer (grades O-1 – O-3)

DoD – Department of Defense

FGO – Field Grade Officer (grades O-4 – O-6)

JEM – Junior Enlisted Member (grades E-1 – E-4)

MAJCOM – Major Command

NCO – Noncommissioned Officer (grades E-5 and E-6)

OAY – Outstanding Airmen of the Year

OCR – Office of Corresponding Responsibility

POC – Point of Contact

QTR – Quarter

SNCO – Senior Noncommissioned Officer (grades E-7 – E-9)

UIF – Unfavorable Information File

YR–Year

Attachment 2

SAMPLE AF IMT 1206 (OFFICER/ENLISTED)

NOMINATION FOR AWARD		
AWARD Airman of the Quarter	CATEGORY (If Applicable) Amn, NCO, SNCO, CGO, FGO	AWARD PERIOD Apr - Jun 06
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/ Doe, Jane C.	SSN (Enlist Last 4 Only) 5678	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 3C051	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 493-0011 COMM (334) 953-0011	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE IIQ AU/SCTV 55 LeMay Plaza South, Maxwell AFB AL 36112-6335		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/ Julie L. Brown/ DSN 493-0001 COMM (334) 953-0001		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES:</p> <ul style="list-style-type: none"> - Limit quarterly nominations to only 22 lines (25 including category headings) - Limit annual nominations to one single page - Do NOT add achievements on the category heading lines - Use this category for those things done as part of the member's job during the nomination period only - Amn, NCO, and SNCO must be willing to sign a letter of intent that they have not applied for a commissioning program and if selected as a 12 OAY, will not apply for a commissioning program at any time during their tenure as one of the 12 OAY <p>SIGNIFICANT SELF IMPROVEMENT:</p> <ul style="list-style-type: none"> - Self-explanatory (college, CDCs, formal schools, distant learning, CBTs, other) - Limit to only those self-improvement achievements completed during nomination period <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Identify noteworthy on-and off-base involvement and leadership 		
PLEASE CHECK PUBS PAGE FOR LATEST VERSION OF AF IMT 1206		

Attachment 3

SAMPLE AF IMT 1206 (CIVILIAN)

NOMINATION FOR AWARD			
AWARD Civilian of the Quarter		CATEGORY (If Applicable) Category I, II, III	AWARD PERIOD Apr - Jun 06
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-06/ Doc, Jane C.		SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE GS-1702/ Education Technician		NOMINEE'S TELEPHONE (DSN & Commercial) DSN 493-0011 COMM (334) 953-0011	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ AU/CFR 55 LeMay Plaza South, Maxwell AFB AL 36112-6335			
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/ Julie L. Brown/ DSN 493-0001 COMM (334) 953-0001			
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)			
CONTRIBUTIONS TO IMPROVE WORK CENTER OPERATIONS/SPECIAL ACTS:			
<ul style="list-style-type: none"> - Limit quarterly nominations to only 22 lines (26 including category headings) - Limit annual nominations to one single page - Do NOT add achievements on the category heading lines - Use this category for those things done as part of the member's job during the nomination period only 			
OTHER NOTEWORTHY ACHIEVEMENTS:			
<ul style="list-style-type: none"> - Other significant contributions 			
PARTICIPATION IN COMMUNITY ACTIVITIES:			
<ul style="list-style-type: none"> - Consider on- and off-base involvement 			
DEVELOPMENT:			
<ul style="list-style-type: none"> - Self-explanatory (college, CDCs, formal schools, distant learning, CBTs, other) - Limit to only those self-improvement achievements completed during nomination period 			
<p>***PLEASE CHECK PUBS PAGE FOR LATEST VERSION OF AF IMT 1206***</p>			

Attachment 4

EXAMPLE BOARD PRESIDENT'S MASTER SCORE SHEET

CANDIDATE'S RANK/NAME	SCORE	MERIT RANK ORDER
TSgt Anthony Howard	9.5	# 2
SSgt Michael Jackson	8.5	# 4
SSgt Joseph Walker	9.0	# 3
SSgt Angela Mitchell	9.8	# 1

Scoring Guide:

Score is based on three categories:

- 1. Leadership and Job Performance in Primary Duty**
- 2. Significant Self-Improvement**
- 3. Base or Community Involvement**

Scoring Scale:

10--Absolutely Tops
9.5--Outstanding Record
9.0--Few could be better
8.5--Strong Record
8.0--Slightly Higher than average
7.5—Average
7.0--Slightly below average
6.5--Well below average

Print Name: CMSgt Karl Sagstetter **Signature:** //Sign// **Date:** 3 Apr 2005

Scoring Process:

* NOTE: NO TWO NOMINEES CAN RECEIVE THE SAME SCORE *

1. When scoring, please review the entire nomination package to ensure you get a **whole-package** view.

2. Score the candidate's package using the **6.5 to 10 point scale**. Use of tenths is highly encouraged (i.e. 6.5, 6.6, 6.7),

therefore as a board member, distinguish between nominees; no two nominees should receive the same score.

Document your score for that candidate on the "score" column above.

3. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc.

Document your rank order score on the "merit rank order" column above.

Attachment 5

EXAMPLE CIVILIAN BOARD MEMBER'S SCORE SHEET

AIR UNIVERSITY CIVILIAN
QUARTERLY RECOGNITION BOARD 3rd QUARTER 1 Jul – 30 Sep 05

CATEGORY I - GS-1 THROUGH GS-6 (INCLUDING WG)					
NAME	CONTRIBUTIONS TO WORK (11)	OTHER ACHIEVEMENTS (3)	COMMUNITY ACTIVITIES (3)	DEVELOPMENT (3)	TOTAL (20)
Ann White	9	2.5	3	3	17.5
Don Green	10	2	2	3	17
Mike Brown	11	2	2.5	2.5	18
CATEGORY II - GS-7 THROUGH GS-11 (INCLUDING WS/WL)					
NAME	CONTRIBUTIONS TO WORK (11)	OTHER ACHIEVEMENTS (3)	COMMUNITY ACTIVITIES (3)	DEVELOPMENT (3)	TOTAL (20)
Susan Little	10	2.5	3	2.5	18
Thomas Mack	9	3	2.5	2.5	17
Angie Jackson	8.5	3	2	2	15.5
CATEGORY III - GS-12 THROUGH GS-15					
NAME	CONTRIBUTIONS TO WORK (11)	OTHER ACHIEVEMENTS (3)	COMMUNITY ACTIVITIES (3)	DEVELOPMENT (3)	TOTAL (20)
James Frost	10.5	3	2.5	3	19
Harry Pinkston	10.5	2	2	2.5	17
Sarah Vaughn	10	2.5	3	2	17.5

*Scoring should be marked as indicated. Decimals, i.e., 3.5 may also be used.

BOARD MEMBERS:

BM1: Dr. John Brown

BM2: Mr. Jack Green

BM3: Mrs. Julie White

BOARD PRESIDENT: Dr. Susan Black